Microsoft Excel Refresher Course

Course topics include: Basic features (e.g., ribbons, fill handle, borders, shading), navigation, cell formatting, worksheet formatting, basic calculations, cell referencing, basic formulas, using functions, creating tables, and charts.

Course fee: $50

Instructor: Dr. Ross Taylor
Associate Professor of Management Information Systems

Course Date and Time: Thursday October 26th, 12:30 – 4:30PM.

Course Location: The course will take place in a computer lab at the UNK College of Business and Technology. West Center, Room 148W.

Parking: The fee for the course includes parking in designated areas on campus. Directions and parking information will be sent to the email provided during course registration.

Registration Deadline: Important! Register by Monday, October 23rd

Participation is limited to 28 students!

Register: https://unk.co1.qualtrics.com/jfe/form/SV_eFF3XKnRWiHQRT

www.unk.edu/executive-ed